



**Michigan Supreme Court
State Court Administrative Office**

P.O. Box 30048
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Phone: (517) 373-0130 Fax: (517) 373-2112
John D. Ferry, Jr., State Court Administrator

Memorandum

DATE: October 27, 2004
TO: All Judges
cc: Court Administrators, Probate Registers
FROM: John D. Ferry, Jr.
RE: Criminal History Records Reporting

Attached is a letter from Michigan State Police Director Sturdivant regarding planned changes in Michigan's criminal records reporting process and a proposed September 2006 moratorium on the manual submission of criminal history records to the state repository.

The letter serves as notice that courts may be subject to an audit of their criminal history records and that non-compliant courts will be reported to the Michigan Attorney General as mandated by state law. The letter also notifies courts about a proposed September 2006 moratorium on the manual submission of criminal history records. A similar letter was recently sent to all law enforcement agencies and county prosecutors.

The State Court Administrative Office (SCAO) has been working with trial courts to implement electronic disposition reporting over the last three years as the central objective of the Judicial Network Project. As a result of these efforts, most courts in Michigan are submitting electronic records. As of September 30, 2004, 96 percent of adult felonies, 69 percent of juvenile felonies and 69 percent of misdemeanors are being reported electronically.

The SCAO will be working with MSP to improve accuracy and timeliness of dispositions reported electronically. We appreciate the effort that court staff has made to achieve this level of reporting.

If you have any questions concerning the letter, please contact Dan Voss by telephone at 517-373-2106 or e-mail at vossd@courts.mi.gov.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
EAST LANSING



COL. TADARIAL J. STURDIVANT
DIRECTOR

October 4, 2004

Dear Criminal Justice Executive:

This correspondence provides information of planned changes in Michigan's criminal records reporting process. These process changes are required in order to comply with the State of Michigan Auditor General requirements pertaining to Michigan's criminal history records (CHR).

The Michigan State Police (MSP) is instituting an audit program of all submissions to Michigan's CHR. As part of the new audit process, MSP will be reporting non-compliant agencies to the Michigan Attorney General as mandated by the Auditor General. Agency audits will be conducted on a random basis. Case files will be reviewed and compared against the records contained in Michigan's CHR. This comparison will measure the agency's compliance rate to ensure the records meet the federal standard of "95% complete, accurate, and timely." Each law enforcement agency, prosecutor, and court will be audited randomly for records submitted to Michigan's CHR. When evaluating the timeliness component, auditors will be validating compliance with the state law, which requires arrests be submitted to the state repository within 72 hours and court dispositions to be submitted immediately.

MSP will be working with law enforcement, prosecutors, and courts to correct deficiencies in Michigan's CHR reporting process through implementation of a fully automated reporting process. As part of this process improvement initiative, MSP will be requesting that the Criminal Justice Information Systems Policy Council institute a moratorium date of September 2006 for the manual submission of CHR records to the state repository. Automation of the CHR reporting process is the only way Michigan criminal justice agencies will be assured their CHR records are accurate and up-to-date. Your support and cooperation in this effort is critical to the success of this initiative.

MSP has created a criminal history automation project team (CHAP) that will work closely with your agency to help ensure you achieve the goal of 100% electronic reporting. Those agencies not already reporting electronically will be contacted in the near future by Mr. Benny Cheung. Mr. Cheung and his team will be offering their assistance to you to reach compliance status by September 2006.

I thank you in advance for your cooperation in this most important undertaking. If you would like additional information on the CHR auditing process or automation of the criminal history reporting, please contact Ms. Diane Sherman, Director of the Criminal Justice Information Center, at 517-322-5511.

Sincerely,



DIRECTOR

TJS/TJM/pjc